App. F. IX-4

1926-7

— File No. ३ ऽऽ-२ ८

Previous References (५८)

Serial Nos. १-२

Later References

PRESERVED

General and Revenue Secretariat.

Serial Nos. ३ ४

(6)

Part B for June 27

SUBJECT

Introducing the "Tottenham System" in the G. C. Dept

App. F. III—2]

General and Revenue Secretariat.

O & E File No. 355- of 1926

Serial No.	
1	From the Dir. of O & E 8 1020/C. of 5.4.27 Recommends that the "Tottenham System" of office procedure may be permitted to be introduced into his office Secy's. remarks on the p.U.D. "please ask the Dir. to send me any books he may have about this System" Sub with a draft Thkr 12.4.27 VS tssm UP 19/4 [not issued] A copy of the Dr. office Manual by Tottenham has been separately received in with the Secy. Resubmitted for orders Thkr 22.4.27 VS The Tottenham System of Office Procedure may be introduced into the Dir's Office from 1st July 1927, as recommended by the Dir. The I. O. System may be V.O.H consulted. Secy D) UP 29/4 KP 5-5-27
183	
29/4	Impr of O. System). UP 5/5. The proposal may be V

NOTE—Contn. sheet

GPB—5,000—30-3-27

Please put up to H/S UP 13/5 KP 13/5-27 4 10/5/27

App. F. III—2]

General and Revenue Secretariat. | GR File No. 355 of 1926

Serial No.

Draft Govt.
Letter 16.5.27 A reminder since Recd. is placed in the file.
Dft for appl
2nd mr. 17/5

mrg 18/5/27
Issue
18/5/27

2 | Yo

Director of Ir.
Inspector of Offices Lyallpur
D. 10182-3 G. 20.5.27
Approval of the recommendations of the Director made in sl 1

OFFICE OF THE SECOND MEMBER OF COUNCIL
18 MAY 1927
No. 6893

GEN. & REV. SECRETARIATS
8 JUNE 1927
DEVELOPMENT BRANCH.

NOTE—Contn. sheet

GPB—5,000—30-3-27

TELEGRAPHIC ADDRESS: "INDUSCOM"

In reply please refer to
No. G 1020

GOVERNMENT OF MYSORE.

DEPARTMENT OF INDUSTRIES AND COMMERCE.

OFFICE OF THE DIRECTOR,

Dated Bangalore, the 4th April 192 7.

FROM

C. RANGANATHA RAO SAHIB, ESQ., B.A., B.L.,
The Director of Industries and Commerce in Mysore,
(Bangalore India.)

To

The Secretary to Government,
Develppment Departments,
Bangalore.

SECRETARIAT
DEVELOPMENT BRANCH.

9 Dc 355-26-1

SIR,

I have the honour to state that the correspondence coming into and going out of this Office is registered in the usual "from" and "To" Registers. The distribution of work is not satisfactory and the records are not properly filed. It is difficult to trace out references and the manner in which the work is now being carried on does not help in ~~the~~ quick disposal and unnecessarily enhances scriptary work.

I beg to recommend that the "Tottenham System" of Office proceedure may be introduced in this Office. Government are aware that I was deputed to study ~~in detail~~ this system of proceedure in the Madras Presidency. If approved the system will be introduced from the 1st of May next. It is estimated that it will take about two months before the clerks are well trained to follow the system and the system will therefore come into full effect from the 1st of July. If the introduction of this system is approved by Government, a statement showing the revised distribution of work among the clerks of this Office will be submitted to Government. I request that early orders of Government may kindly be obtained and communicated.

I have the honour to be,
Sir,
Your most obedient servant,
C Ranganatha Rao Sahib
DIRECTOR.

2

Tels.—"INDUSCOM." Codes used—A.B.C., 5th Edn., Bentleys.

GOVERNMENT OF MYSORE.

D. O. No G. 1185 / C Department of Industries and Commerce.

Mr. C. RANGANATHA RAO SAHIB, B.A., B.L.,
Director.

OFFICE OF THE DIRECTOR,

Bangalore, Dated the 14th May *192*7

Refer above, please
15/5/27

7702
DEVELOPMENT BRANCH.

My dear Mr. Rama Rao,

May I invite your reference to my letter No. G. 1020/C of the 5th April 1927 requesting sanction of Government for the introduction of Tottenham's system in my office ? A number of readjustments have to be effected in the office for expediting the work and I have put off attending to them so that they may be attended to once for all at the time of the introduction of the new system of Office Procedure. Moreover it will take some time for the Clerks to familiarise themselves with the principles of the new system and I should much prefer to start it tentatively before the close of the official year so that when the next year opens the system can be introduced with the reasonable hope that it will be properly worked. I may state that the system can be introduced without extra cost.

The favour of a very early reply is requested.

Yours sincerely,

C Ranganatha Rao Sahib

N. Rama Rao, Esq., B.A., B.L.,
Secretary to Govt. Development Departments,
Bangalore.

G.R..S VI G 34]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

Date of issue 20.5.27

Signed by

Section 9A

File No. 355

Serial No. 2.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read—

Letter No. S.1020 dt 4/5th May from the Dist. Jdge recommending that the "Iyengar System" Office Procedure may be introduced in his Office.

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Order Thereon—No. 10182-3 S.

Appd.

the new System shall come into effect from 1st July 1927

UP. 17/5

to Dist Judge

16.5.27

20.5.27